

<p>JOHN P. MONTGOMERY Court Executive Officer (415) 499-6407</p>		<p>SUPERIOR COURT of CALIFORNIA COUNTY OF MARIN 3501 Civic Center Drive P. O. Box 4988 San Rafael, CA 94913-4988</p>
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**THE ATTACHED PACKET CONTAINS ALL REQUIRED FORMS
FOR LAWSUITS TO PROHIBIT WORKPLACE HARASSMENT.**

Workplace Harassment Packet Free

FILING A PETITION \$191.00
No refund of fees

There is a \$191.00 fee to file a *Workplace Harassment Restraining Order* unless there has been violence or threats of violence in which case there is no fee.

You must complete the *Petition* and *Order to Show Cause* for a harassment action. (Please read instructions.) Once completed you must present the forms to a clerk in Room 113 for review. After the clerk has reviewed the forms it is your responsibility to deliver the forms to Room C-24 on the Court Floor by 12:00 noon (C-24 is closed from 12:00 to 1:00 PM). Then proceed to one of the courtrooms as directed by the bailiff at 1:30 PM to obtain a signed *Restraining Order* from the court clerk.

After the order is signed you must bring all the forms back to Room 113 for filing. The clerk will instruct you how to proceed thereafter.

THESE FORMS MUST BE FILLED OUT COMPLETELY, EITHER TYPED OR WRITTEN LEGIBLY BY HAND IN INK. You will need an original and two (2) copies to present to the court.

PLEASE RETURN THE COMPLETED FORMS TO THE COUNTER IN ROOM 113 OF THE MARIN COUNTY CIVIC CENTER BEFORE TAKING THEM TO COURT.

Employees of the Marin County Superior Court are prohibited by law from giving legal advice, including specific information on how to prepare the various documents contained in this packet. (Govt Code § 24004).

If you need help, you are advised to contact an attorney. The following referrals may be of assistance:

Lawyer Referral Service of the
Marin County Bar Association (415) 453-5505

Legal Aid of Marin (Low income applicants only) (415) 492-0230
30 N. San Pedro Road, Suite 140 & 245 (800) 498-7666
San Rafael, CA 94903

Family Law Center (415) 492-9230
10 N. San Pedro Rd., Ste. #1016
San Rafael, CA 94903